

Leave Code & Description	Usage/ Accrual	Use When
<b>Administrative Leave</b>		
ADMAC Administrative Leave Accrual	A	Accruing administrative leave earned
ADMLC Administrative Leave Local Celebration Usage	U	Recording adm. leave for local celebration (i.e. Cheyenne Day)
ADMWC Administrative Leave Weather Closure Usage	U	Recording adm. leave for a weather closure (i.e. a snow day)
ADMOT Administrative Leave Other Usage	U	Recording adm. leave for all other authorized purposes
ADMHL Administrative Leave Day Holiday Authorized by Gov	U	Recording adm. leave for a holiday authorized by the Gov. (i.e. Day after Thansksgiving)
ADMHP Administrative Leave Day Holiday Authorized by Gov - Payout	U	Paying a terminated employee's adm. leave balance - ADMHL only
<b>Administrative Review Leave</b>		
ADMRV Administrative Review Leave with pay	U	Recording administrative review leave with pay
ADMРН Administrative Review Leave without pay	U	Recording administrative review leave without pay
<b>Annual Leave</b>		
ANNAC ANNUAL VACATION ACCRUAL	A	Accruing annual leave
ANNPL ANN LEAVE PAYOUT	U	Paying a terminated employee's annual leave balance
ANNUL ANNUAL VACATION USAGE	U	Recording annual leave used
ANPLN ANN LEAVE PAYOUT-DECEASED	U	Paying a deceased employee's annual leave balance
<b>BEE Leave</b>		
BEELA BONUS FOR EXEMPT EMPLOYEES (BEE) LEAVE ACCR	A	Accruing BEE leave
BEELU BONUS FOR EXEMPT EMPLOYEES (BEE) LEAVE USAGE	U	Recording BEE leave used
<b>Bereavement Leave</b>		
BRVMT BEREAVEMENT LEAVE	U	Recording bereavement leave for immediate family members (see Personnel Rules for definition)
<b>Compenensatory Leave</b>		
COMPA COMP TIME LEAVE ACCURAL	A	Accruing compensatory leave @ time and one-half
COMPS COMP TIME LEAVE ACC ST RATE	A	Accruing compensatory leave @ straight time
CMPLN COMP PAY NO RETIREMENT	U	Paying a terminated employee's comp leave - NOT retirement eligible
CMPLR COMP PAY RETIREMENT	U	Paying a terminated employee's comp leave - retirement eligible
COMPU COMP TIME USAGE	U	Recording compensatory leave used

Leave Code & Description	Usage/ Accrual	Use When
<b>Court Leave</b>		
COURT COURT LEAVE	U	Recording leave used for court (i.e. jury duty)
<b>Donated Sick Leave</b>		
DONAT DONATED SICK LEAVE - DONATOR	U	Recording sick leave donated to another employee
SCD6U DNTD SICK LEAVE USE OVER 6 MOS	U	Recording donated sick leave used if out over 6 continuous months
SICDA DONATED SICK LEAVE ACCRUAL	A	Accruing donated sick leave earned
SICDU DONATED SICK LEAVE USAGE	U	Recording donated sick leave used
<b>Educational Leave</b>		
EDUC1 EDUCATION LEAVE WITH FULL PAY	U	Recording educational leave (receiving full pay)
EDUC2 EDUCATION LEAVE WITH PART PAY	U	Recording educational leave (receiving partial pay)
EDUC3 EDUCATION LEAVE WITH NO PAY	U	Recording educational leave (receiving no pay)
<b>Exempt Paid Time Off Leave</b>		
EPTOA Exempt Paid Time Off Leave - Accrual	A	Recording Exempt paid time off earned
EPTOU Exempt Paid Time Off Leave-Usage	U	Accruing Exempt paid time off used
<b>FMLA Leave</b>		
FMANU FAMILY AND MEDICAL LEAVE ACT	U	Recording FMLA leave used in conjunction with annual leave
FMCPU FMLA LEAVE/COMP TIME	U	Recording FMLA leave used in conjunction with comp leave
FMDSU FMLA LEAVE/DONATED SICK LEAVE	U	Recording FMLA leave used in conjunction with donated sick leave
FMLAA FAMILY AND MEDICAL LEAVE	A	Accruing FMLA leave earned
FMLAU FAMILY AND MEDICAL LEAVE ACT	U	Recording FMLA leave used
FMLAW FMLA LEAVE/WORKERS COMP TIME	U	Recording FMLA leave used in conjunction with workers comp leave
FMSKU FMLA LEAVE/SICK LEAVE	U	Recording FMLA leave used in conjunction with sick leave

Leave Code & Description	Usage/ Accrual	Use When
<b>Furlough Leave</b>		
FURLO FURLOUGH LEAVE WITH NO PAY	U	Recording furlough leave used when authorized by Governor
<b>Holiday Leave</b>		
HLDA HOLIDAY LEAVE ACCRUAL	A	Accruing holiday leave earned
HLDAY HOLIDAY LEAVE	U	Recording holiday leave used
<b>Leave - No Pay</b>		
LVNAU Leave No Pay - Authorized	U	Recording leave without pay - authorized
LVNUN Leave No Pay - Unauthorized	U	Recording leave without pay - unauthorized
<b>Legislative Leave</b>		
LEGIS LEGISLATIVE LEAVE	U	Recording legislative leave used - for employee who is also State Legislator
<b>Military Leave</b>		
MLFFA MLTRY LVE ACC - FIRE FIGHTERS	A	Accruing military leave earned - firefighters only
MLFFU MILITARY LEAVE - FIRE FIGHTERS	U	Recording military leave used - firefighters only
MLTRA MILITARY LEAVE ACCRUAL	A	Accruing military leave earned
MLTRY MILITARY LEAVE	U	Recording military leave used
<b>Personal Leave</b>		
PERAC Personal Leave Accrual	A	Accruing personal leave earned
PERRE Personal Leave Employee Recognition Programs Usage	U	Recording personal leave used for Empl. Recognition Program (i.e. Employee of the Year, etc.)
PERWE Personal Leave Wellness Initiative Usage	U	Recording personal leave used for Wellness Program
PERME Personal Leave Merit Incentive Programs Usage	U	Recording personal leave used for Merit Incentive Program
PERTE Personal Leave Team Base Recognition Usage	U	Recording personal leave used for Team Based Recognition
PERCO Personal Leave Community Service Usage	U	Recording personal leave used for Non-Profit Community Service (i.e. United Way, Meals on Wheels, etc.)
PERAM Personal Leave Family of Active Military Usage	U	Recording personal leave used for Family of Active Military Departing or Returning
PERFU Personal Leave Military Funeral Usage	U	Recording personal leave used for Military Funeral

Leave Code & Description	Usage/ Accural	Use When
<b>Sick Leave</b>		
SICKA SICK LEAVE ACCRUAL	A	Accruing sick leave earned
SICKU SICK LEAVE USAGE	U	Recording sick leave used
SICPL SICK LEAVE PAYOUT	U	Paying a terminated employee's sick leave balance
SICPN SICK LEAVE PAYOUT-DECEASED	U	Paying a deceased employee's sick leave balance
SP6MU SICK LEAVE USE OVER 6 MONTHS	U	Recording sick leave used if out over 6 continuous months
SPXPL SICK LEAVE PAYOUT,FICA EXCLUDE	U	Paying a terminated employee's sick leave balance - not FICA eligible
<b>Suspension Leave</b>		
SUSPN DISCIPLINARY SUSPENSION WITHOUT PAY	U	Recording suspension leave - without pay
<b>Voting Leave</b>		
VOTE VOTING LEAVE	U	Recording voting leave used
<b>Workers Comp Leave</b>		
WKCMP WORKERS COMP LEAVE	U	Recording workers compensation leave used